

Region IV Acadiana Area Human Services District-Board Meeting Minutes**Woman's Foundation, Inc.****June 27, 2011**

Members Present: Joseph Claude Devillier, Gwen Klorer, Charles Labbe, Patricia LaBrosse, Kay Marcel, Butch McHugh, Mary Neiheisel, John Pitre, and Bryan Vidrine

Absent: Sydnie Mae Durand

Other: Frankie Grant, Tanya McGee

Visitors and Guests: Joyce Ben, Daniel Landry, Richard Landry, Kenny Patton, and Tina Stefanski

Agenda Item	Discussion	Action
Call to Order		George McHugh, Vice Chair, at 6:30 p.m.
Roll Call	Nine board members present.	
Quorum		Quorum present—nine of ten members in attendance.
Agenda/Amendments	Mr. McHugh, Vice- chair, asked for additional agenda items. No other items added to agenda.	Agenda approved.
Frankie Grant	Discussed and answered many questions regarding Executive Director Job Description, salary ranges, benefits, types of appointments, advertising, interviews, and employment.	
Minutes of April 25 and May 23, 2011	J. Pitre/B. Vidrine moved/seconded approval of April 25, 2011, and May 23, 2011, minutes.	Minutes approved.
Unfinished Business Amendments	G. Klorer/C. Devillier moved/seconded approval of the amendments. (Article III, 4 c. Absences of three (3) consecutive regular meetings or a total of five meetings in a calendar year.) (Article IV. 1.e. Board members The duties if the board members will be to: i. Attend meetings ii. Notify secretary of expected absences as soon as possible iii. Participate in discussions and	Amendments approved.

Agenda Item	Discussion	Action
<p>Committee Reports-Budget</p> <p>Search Committee</p>	<p>decisions</p> <p>iv. Vote according to Board of Ethics</p> <p>v. Serve on committees as appointed by the chair</p> <p>Will utilize information from F. Grant and will call meeting to discuss.</p> <p>Developed questions and presented to F. Grant and Tanya McGee. Committee will utilize answers to complete job description and advertisement.</p>	
<p>New Business: Executive Director employment</p>	<p>The Employment Process and the job description were discussed.</p> <p>Job description as circulated was discussed and edited. C. Labbe/K. Marcel moved/seconded to approve the job description and give the members of the Search committee permission to review and finalize the Job Description and Executive Director Position and send to G. McHugh within the next 48 hours. Mr. McHugh will send the document to Tanya McGee who will send to F. Grant for posting on Louisiana Careers site.</p> <p>M. Neiheisel volunteered to accept resumes by email and prepare for distribution.</p>	<p>Motion approved.</p> <p>Tanya McGee will also help with the completion of the HR2 form.</p>
<p>Updates</p>		<p>Dr. Stefanski announced a new PH Unit in New Iberia.</p>
<p>Announcements</p>		<p>None.</p>
<p>Next Meeting Agenda Items</p>		<p>Please, send to secretary by July 20, 2011.</p>
<p>Adjournment</p>	<p>M. Neiheisel/C. Labbe moved / seconded adjournment of meeting.</p>	<p>Motion approved and meeting adjourned at 8:15 p.m.</p>
<p>Submitted by Secretary</p>		<p><i>Mary S. Neiheisel</i> Secretary, AAHSDB</p>